

DIOCESE OF ST. PAUL

PASTORAL SERVICES COORDINATOR

Reporting to: The successful candidate will be primarily accountable to the Bishop of the Diocese of St. Paul or his delegate.

Location: Villa Maria Pastoral Centre 4609-50 Avenue St. Paul, Alberta

Duration of contract: Full Time (3 month probationary period, review each year)

Salary: Based on education and experience

Hours: 30 hrs/week (minimum)

Activities/Responsibilities:

- Give direction to evangelization efforts in the Diocese of St. Paul in consultation with the Bishop.
- Implement initiatives currently being undertaken by the clergy and the people in the parishes throughout the Diocese of St. Paul.
- Develop sacramental preparation materials using/based on the approved resources by the Bishops of Alberta.
- Present approved resources to the clergy annually.
- Maintain a list of catechists in the Diocese.
- Provide training for catechists, facilitating sessions for the candidates.
- Support pastors and parish-based catechists as requested.
- Develop a Sacrament of Marriage Preparation Program for the Bishop's approval.
- Coordinate a team of volunteer experts to deliver the Sacrament of Marriage Preparation Program.
- Communicate with the Pastors who are supporting couples preparing for the Sacrament of Marriage.

The Pastoral Services Coordinator will:

- Work closely with the other members working at the Pastoral Centre.
- Foster a collaborative relationship with the clergy.
- Work creatively to promote co-responsibility between the Priests, the Religious and Lay People in the Diocese.
- Carry out the administrative duties associated with this role.
- Attend meetings, conferences as required.
- Be open to ongoing formation and training to enhance his/her own skills and faith life including an annual retreat.

Requirements

- A primary Degree in Theology, Religious Education or equivalent.
- A proven track record of significant involvement in Parish and Church activities.
- Relevant experience of leadership and group facilitation.
- Current Driving License and use of a vehicle.
- Excellent IT skills.

Personal skills/attributes

- A baptised, confirmed, and practicing Catholic with a strong desire and commitment to witness to Jesus Christ and his Church.
- A team player who can form and sustain respectful, genuine relationships with pastors, parishioners, co-workers and persons or groups of diverse ages and cultures.
- A person with proven leadership skills including planning, consensus decision making, encouragement and empowerment of others.
- A good organizer with a proven ability to work on his/her own initiative; to be flexible and adaptable in pastoral situations and be able to prioritise, realize and evaluate objectives.
- Strong planning and project management skills to handle multiple areas of pastoral responsibilities.
- An excellent communicator who is capable of engaging people in an exploration of faith.
- The ability to use adult education strategies to facilitate groups.

IMPORTANT NOTE

The job description is a guide to the duties expected of the employee. Because of the nature of the job requires flexibility and adaptability to change, the duties will vary from time to time. The Diocese of St. Paul maintains the right to require the employee to undertake duties with his/her capabilities which are not necessarily recorded in the initial job description.

Please submit your resume, your educational transcripts along with 3 references (one from a pastor, one professional reference and one personal reference) quoting the job title: PASTORAL SERVICES COORDINATOR in the subject line to: hr@dostp.ca by May 26, 2023.

The successful candidate will need to provide a current Criminal Record Check, a current Vulnerable Sector Check and will be required to complete the St. Paul Diocese Safe Parish course.

We thank all those who apply; however, only those invited for an interview will be contacted.